

# **CALIFORNIA STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

## **EXECUTIVE OFFICER**

### **Duty Statement**

The State Council on Developmental Disabilities (Council) is an independent state agency established by federal and state law. Its mandates include: systemic change, capacity building, and advocacy to promote a consumer and family-based system of services, supports and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, productivity, and community integration and inclusion. The Council consists of 29 voting members, all of whom are appointed by the Governor. The Executive Officer helps the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 et seq.) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 et seq.).

The Executive Officer serves as the chief advisor to the Council. The Executive Officer is responsible for overseeing the implementation of Council policy. The Executive Officer provides leadership and direction to ensure necessary support for the Council in developing policies, adopting plans, conducting system monitoring, systemic change and capacity building, and generally advocating for persons with developmental disabilities. The Executive Officer represents the Council with the Governor's Office, the Legislature and other State, Federal and local agencies. The Executive Officer is responsible for helping the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 et seq.) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 et seq.). The Executive Officer serves as Clerk of the Council. The Executive Officer oversees statewide operations which includes Headquarters and 13 regional offices. The Executive Officer is appointed by and serves at the will of the Council.

### **A. JOB DUTIES:**

- 50% Policy Development, Planning and Coordination – Serves as chief executive advisor to the 29 member Council. Keeps the Council informed regarding Council statutory responsibilities. Develops, recommends, coordinates with and represents the Council's positions regarding policy development and implementation. Provides oversight and direction for development of the SCDD Strategic Plan, California Developmental Disabilities State Plan and all other Council responsibilities.
- 30% Policy Implementation and Advocacy – Provides leadership and direction to ensure policies and practices are consistent with statutory rights and responsibilities, including the implementation and administration of Division 4.5 of the Welfare and Institutions Code and Public Law 106-402. Coordinates with Protection and Advocacy, Inc., the University Centers for Excellence and other agencies and organizations.

- 10% Clerk of the Council - Provides leadership and ensures the business of the Council is conducted in accordance with open meeting rules and other state and federal laws.
- 10% General Administration and Management – Provides overall guidance and leadership to staff of the State Council on Developmental Disabilities.

3/05